

SEPTEMBER 2006 ARM REPLACEMENT PAGE REQUIREMENTS AND TIPS

General reminders:

1. Remember: ARM staff does not compare your RPs with the Register notices or with existing pages, so make sure you have proofed all changes before submitting, and that the pages are accurate and print-ready.
2. Don't retype rules! Errors are always introduced when rules are retyped. If the rule is 1997 or later and you don't have it electronically, contact the ARM Bureau. If your last possible option is retyping it, proof out loud with **two** people. If your other last possible option is taking it off the web, clear out ALL formatting, change the style to "normal", add underlines and commas back into the history notes, and then proof out loud with **two** people.
3. Print out all your pages for a quick review before you submit them. Just looking at the hard copy will reveal easily-fixed errors (for example, footings in the middle of the page instead of at the bottom, or fully justified rules instead of left justified).
4. There are "templates" in your RP subfolder in your agency's share folder, where you submit Notices and RPs. They'll help you see where to place tabs and how to properly and consistently format your 2006 RPs (for example, the footing should now be at 10.2).
5. Don't forget that you can work on converting your pages even before you have a rule change, or if the rules are in the proposal stage and you know you'll have RPs. Then the pages will be ready to go when there is an affected rule.
6. Files need to be named as follows: The ARM bureau prefers that you submit your pages as individual files; however, you may submit consecutive pages in a single file. If you are submitting nonconsecutive pages, save each page as an individual file. Name your files using only the page number and "rp" indicator, e.g., 44-1089rp.doc for individual page 44-1089. For consecutive pages, name the file only with the beginning and ending page numbers and "rp" indicator, e.g., 44-1089 - 1096rp.doc

What you must submit:

1. If you amended a rule, adopted a new rule, transferred a rule, or repealed a rule, submit that rule's entire subchapter.
2. Submit by SUBchapter, not chapter.
3. Submit entire chapter's table of contents if it has a change (for example, a new rule, a repealed rule, a changed catchphrase, or if you need to update or add the (REPEALED) or (TRANSFERRED) after the catchphrase).
4. Submit entire cross reference table if there's a change to it (a new rule, or the AUTH or IMP on a rule had an MCA added or removed in the Register). Do not remove repealed rules from the cross reference table.
5. Once that subchapter, table of contents, or cross reference table has been converted, you can go back to submitting just the changed pages in that area.

Basic formatting:

1. Top and bottom margins: .5
2. Left margin: 1.5
3. Right margin: .75
4. Font: Arial
5. Justification: left
6. All pages must be submitted electronically in Word, including organizational charts. All text must fit within the specified margins.
7. Heading typed on **line 1**; footing typed **at 10.2** (do not enter headers and footers as in Register).
8. Even if only the formatting changed on a page, **the page date must be changed to reflect the current quarter**. So the entire subchapter will say **9/30/06** at the bottom, in that format.
9. Odd-numbered pages are right-hand pages. Even-numbered pages are left-hand pages.
10. Two spaces (not tabs) between the rule number and catchphrase, between the catchphrase and (1), and after all earmarks.

When converting, change on **ALL** pages:

1. Change capitalization when needed to comply with the Gregg Reference Manual (325 and 326 especially applicable). For example, uppercase any occurrences of "Department of" if it is the whole department name.
2. On table of contents pages and in rule text, remove hyphens in "subchapter".
3. For all reserved rules, use this format for ARM consistency:
Rules 44.2.103 through 44.2.106 reserved (use entire rule number, lowercase "reserved", no period).
4. Change internal references if the rule has been transferred (e.g., all Title 11, 16, 26, 46, some Title 8 rules).
5. Update obsolete addresses, phone numbers, websites.
6. Remove any hard returns from the end of lines which do not end a (sub)section.
7. Remove any hyphens in nonhyphenated words that are hyphenated at line ends - keep the word whole and let the text wrap itself.
8. In the History Notes, remove "Sec." and "and", and add commas before "MCA" if they're missing.
9. In the body of a repealed or transferred rule, the catchphrase must have (REPEALED) or (TRANSFERRED) between it and the history note (not IS HEREBY and not underlined).

Table of Contents (TOC):

1. Submit entire chapter's table of contents if it has a change (for example, a new rule, a repealed rule, a changed catchphrase, or if you need to update or add the (REPEALED) or (TRANSFERRED) after the catchphrase).
2. Remove hyphens in "subchapter".
3. Center all "Subchapter ## reserved" lines.
4. Align with catchphrases for all "Rule ##.##.### reserved" lines.
5. For all reserved rules, use this format for ARM consistency (use entire rule number, lowercase "reserved", no period):
Rules 44.2.103 through 44.2.106 reserved
6. If a rule was repealed or transferred, add (REPEALED) or (TRANSFERRED) after the catchphrase. Remove any "IS HEREBY" text.

History notes:

1. Update the history note for each rule changed in the Register. It needs to have the action type (underlined AMD, NEW, REP), the year of the change (2006 MAR), the first page number of the **adoption notice** (p.), and the effective date (Eff. 6/2/06.). For example:
; AMD, 2006 MAR p. 1190, Eff. 5/5/06.)
; REP, 2006 MAR p. 1333, Eff. 5/19/06.)
; NEW, 2006 MAR p. 1098, Eff. 4/21/06.)
2. The effective date ("Eff.") will be the **day after publication** (unless otherwise specified in the adoption notice).
3. If a corrected notice was done, only change the page number - the effective date remains the same as the day after publication of the adoption notice. The page number changes to the first page of the corrected notice.
4. Remove "Sec." and "and" from all history notes, even if the rule didn't change this quarter.
5. MCA citations should be in numerical order.
6. There needs to be a comma before each "MCA".

Cross Reference Table (CRT):

1. Submit entire cross reference table if there's a change to it (a new rule, or the AUTH or IMP had an MCA added or removed).
2. Use leader dot tabs (Format, tabs, alignment left, leader 2..., set tab at **4.1**).
3. Set the ARM column at a **left tab 4.1**.
4. Align the rule numbers with the ARM column header: **left tab 4.1**.

Rule pages:

1. Reserve pages for future growth and to accommodate reserved rules, reserved subchapters, and reserved chapters. The "NEXT PAGE IS" notation must be to an odd-numbered page.
2. Shift text so that more than half the page is full, but leave at least 1" of space between text and the footing on each page, to allow for future rule growth.
3. Do not split rules in mid-section or sentence when continuing the rule on another page. Try to keep the entire rule on one page, if there is still at least 1" of space above the footing. Try to keep subsections with the section.
4. When rules shift to a different page, double-check and change the heading number accordingly.
5. On right-hand (odd-numbered) pages, the heading rule number is on the right and is the last rule on the page, and the heading is the chapter name. On left-hand (even-numbered) pages, the heading rule number is on the left and is the first full rule on the page, and the heading is the department name.
6. Try to renumber pages to eliminate decimal point page numbers and to leave more room for reserved rules and subchapters. Don't forget that you can change the page numbers on Chapter Reserved pages to allow for renumbering of subsequent table of contents pages.
7. Even if only the formatting changed on a page, the page date must be changed to reflect the current quarter. Every page you submit must say **9/30/06** at the bottom.
8. In the body of a repealed or transferred rule, the catchphrase must have (REPEALED) or (TRANSFERRED) between it and the history note (not IS HEREBY and not underlined).
9. Do not use section or page breaks. Remove any existing section or page breaks.
10. Remove any hard returns from the end of lines which do not end a (sub)section. Do not add hard returns at line ends - let the text wrap itself to the next line. Remove any existing hard returns.
11. Do not hyphenate nonhyphenated words at line ends - keep the word whole and let the text wrap itself.
12. In the History Notes, remove "Sec." and "and", and add commas before "MCA" if they're missing.
13. Center all "Subchapter ## reserved" lines.
14. Tab to .5 for all "Rule ##.##.### reserved" lines.
15. For all reserved rules, use this format for ARM consistency:
Rules 44.2.103 through 44.2.106 reserved (use entire rule number, lowercase "reserved", no period).

Common Errors on the June RPs

1. Margins:

- Top and bottom: .5
- left 1.5
- right .75

2. Cross Reference Table & New Rules:

- If a new rule was adopted, it must be added to the Cross Reference Table.

3. Shifting rule text:

- For all rules/pages: move rule text from page to page to keep sections with subsections, and try to keep rules together on one page.
- Fit as much text as possible on a page, but leave at least one inch of space above the footing to allow for future growth.
- Do not reserve pages in the middle of a rule.
- Do not split pages in midrule or midsentence.

4. Footings/Page numbers:

- An odd-numbered page must be a right-hand page.
- An even-numbered page must be a left-hand page.
- The "NEXT PAGE IS" cannot be to an even-numbered page.
- The footing must be at line 10.2, at the bottom of the page.

5. Adding in text from the proposal and adoption notices:

- It is imperative that all new (underlined) text from the proposal notice is added into the existing rule, and that interlined text is removed. Also, when a rule is changed in the adoption notice, it is crucial that those changes are also integrated, with the proposal notice changes, into the existing rule.

6. Capitalization/Hyphenation:

- In every rule, change capitalization to comply with the Gregg Reference Manual (326 and 335). For example, uppercase "Department of Administration".
- In every rule, remove hyphens from most words, such as "nonregulated" (Gregg 833 and 838).

7. Numbers:

- In every rule, change most numbers from 1 to 10 to one to ten, per the Gregg Reference Manual. See Gregg Section 4.